



Executive Committee Minutes of a Regular Meeting

Date: January 17, 2024
Location: Electronic meeting

Members Present: Peter Luckham, Chair, Thetis Trustee
Tobi Elliott, Vice-Chair, Gabriola Trustee
David Maude, Vice-Chair, Mayne Trustee
Timothy Peterson, Vice-Chair, Lasqueti Trustee

Staff Present: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLS)
Clare Frater, Director, Trust Area Services (DTAS)
Julia Mobbs, Director, Administrative Services (DAS)
Stefan Cermak, Director, Planning Services (DPS)
Warren Dingman, Bylaw Compliance & Enforcement Manager
Mary Storzer, Senior Policy Advisor
Alexandra Trifonidis, Acting Executive Coordinator/Recorder

Due to weather, attendees dropped and regained electronic connection often throughout the meeting; however, quorum was retained through the entirety of the meeting.

1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:15 a.m., provided a territorial acknowledgment and turned the Chair role over to Vice-Chair Maude as Chair Luckham noted that his electronic connection might become incapacitated throughout the meeting due to his remote location and weather.

Trustees and Staff introduced themselves.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following was presented by DPS Cermak for consideration as a new item:

- Letter from Ministry of Municipal Affairs

DPS Cermak will merge this item with his Director's Report under item *5.1 Follow Up Action List/Director/CAO Updates*

2.2 Approval of Agenda

By general consent the Committee approved the agenda as presented.

Vice-Chair Elliott joined the meeting at 9:20 a.m.

ADOPTED

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

None.

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee minutes of December 20th, 2023

For review and adoption.

By general consent the Committee adopted the minutes of December 20, 2023, as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

The Committee and Staff reviewed the Follow-up Action List (FUAL).

CAO Hotsenpiller provided an update on the following:

- Islands Trust Committees meeting schedule; a very busy week
- Staff hiring: Information Services Team Lead and Administrative Assistant
- Salt Spring Island office relocation project is underway; limited options
- summary of Governance Committee meeting; possibility of a session at March Trust Council around 2022 Governance Review to be able to gain trustee feedback

DPS Cermak gave an update on the new planning software CityView, recognizing at this time there are a lot of problems with it and staff resources are being used to validate the software. Minor staff shuffling has been going on.

DTAS Frater provided an update on the following:

- Staffing updates:
 - The new permanent Senior Policy Advisor will be announced very soon
 - Senior Indigenous Relations Advisor hiring competition is proceeding
 - Administrative Assistant posting to go out this week
 - Trust Area Services Program Coordinator has been extended in the Planning department
 - Islands Trust Conservancy Manager is back fulltime now working on special projects until the end of the month. Director Frater to stay on with specific duties for now.
- Reconciliation Learning Group
- Focus on Islands Trust Conservancy tech needs and new staff needs for project management

5.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs spoke to recently attended Local Trust Committee (LTC) meetings.

Vice-Chair Peterson noted there have been no LTC meetings to attend this year as of yet with the beginning of February returning to his normal meeting schedule.

ADOPTED

Vice-Chair Elliott gave a thorough update but unfortunately was hard to hear due to connection issues. Lasqueti Trustee Lironi has relocated to Vancouver at this time due to a personal issue in regards to the community and will try to attend most LTC meetings in person. Acting Chair Maude noted support services are available to Trustee Lironi.

Acting Chair Maude appreciated Trustee Borthwick's work as a community leader over the last 10 days for his involvement in helping setting up a warming centre for the people of Denman Island.

5.3 Islands Trust Conservancy Liaison Update

Vice-Chair Elliott provided an update noting the first Islands Trust Conservancy Board meeting of the year meets next Tuesday.

EC-2024-001

It was MOVED and SECONDED,

that discussion on a coordinated approach by Islands Trust Conservancy and Executive Committee to advance the request to the Province to review the funding model and governance structure of the Islands Trust, highlighting the successes of the Conservancy in protecting and preserving valuable ecological areas for the benefit of the Province and residents of BC, be added to the agenda for the January 31, 2024 Executive Committee/Islands Trust Conservancy Board Joint Meeting.

CARRIED

Chair Luckham (EC) and Chair Smith (ITCB) will meet to discuss what items to add to the joint meeting agenda and advise staff.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Bowen Island Municipality - Traffic and Use of Streets Amendment Bylaw No. 629 - Request For Decision (RFD)

Senior Policy Advisor Storzer presented the RFD noting there is a bit of a time pressure to respond to Bowen Island Municipality by January 24, 2024.

EC-2024-002

It was MOVED and SECONDED,

that the Executive Committee advise Bowen Island Municipality that Bylaw No. 629 cited as "Bowen Island Municipality Traffic and Use of Streets Bylaw No. 133, 2005, Amendment Bylaw No. 629, 2023" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

6.2 Denman Island Local Trust Committee Bylaw No. 247 – Request For Decision (RFD)

Bylaw Compliance & Enforcement Manager Dingman presented the RFD .

EC-2024-003

It was MOVED and SECONDED,

ADOPTED

that the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 247, cited as “Denman Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 247, 2019, Amendment No. 1, 2023” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 September Trust Council Meeting Feedback

Logistical improvements made for the December Trust Council received positive feedback from Trustees. At this time, no other trustee feedback has been received in writing.

For context, CAO Hotsenpiller shared brief statements regarding some key points in the email noting that a change in practice has been undertaken and is showing improvements; trustee requests regarding changes to meeting process are underway; and, that staff are working on a request to develop the legal ability to have a Committee of the Whole. Staff’s intention is to bring the Committee of the Whole to the March Trust Council meeting.

7.1.2 Media & Social Media Training Session - March Trust Council - Session Outline

CAO Hotsenpiller spoke to the item. DTAS Frater spoke to the context notes regarding this item.

Discussion ensued on the following:

- Priorities on what should be on the March Trust Council agenda
- Need for this session - Have there been concerns to bring this forward?
- Recommendation from Trust Council around the Policy Statement and social media/communications
- Number of trustees active on social media and media in general
- Importance of messages/information getting out to the public
- Suggestion of polling Trust Council on topics for the March Trust Council agenda
- Urgency

EC-2024-004

It was MOVED and SECONDED,

that Executive Committee request staff to provide background information to Islands Trust Council with respect to social media session.

CARRIED

The Committee recessed at 10:30 a.m. and resumed at 10:45 a.m.

ADOPTED

7.2 Planning Services

None.

7.3 Administrative Services

None.

7.4 Trust Area Services

None.

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

None.

8.1.2 Trust Area Services

8.1.2.1 Policy Statement Amendment Project Update – BRF

DTAS Frater presented the briefing. The Committee discussed the following:

- Cost
- Trustee lead approach for this size and scope of project versus staff and professionals
- Trust Programs statement draft document to be provided before an educated decision/comment can be made from Executive Committee
- Engagement strategy

EC-2024-005

It was MOVED and SECONDED,

that Executive Committee request staff to forward the MODUS report 2021 to members of the Trust Programs Committee and request that it be reviewed to inform any further recommendations about the policy statement amendment project engagement planning process.

CARRIED

8.1.3 Planning Services

None.

8.1.4 Administrative Services

None.

8.2 Executive Committee Initiated

8.2.1 Executive

ADOPTED

None.

8.2.2 Trust Area Services

8.2.2.1 2024 AVICC/UBCM Proposed Resolutions - RFD

DTAS Frater presented the annual item.

EC-2024-006

It was MOVED and SECONDED,

that the Executive Committee request staff to forward a resolution with backgrounder for consideration at the 2024 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province review the Manual of Composting Toilets and Greywater Practice and provide funding for demonstration projects and professional development for practitioners.

CARRIED

8.2.2.2 Website Update – BRF

DTAS Frater presented the briefing.

Committee discussion ensued on the following items:

- Future fixes
- Cost/budget for the future
- Confidence in the website (95% functional)

The Committee recessed at 11:25 a.m. and reconvened at 12:02 p.m.

Appreciation was given to Director Frater and Communication Specialist Morgana van Niekerk for all of the work done.

8.2.3 Planning Services

None.

8.2.4 Administrative Services

None.

9. **NEW BUSINESS**

9.1 **Executive/Trust Council**

9.1.1 CAO Hiring Committee - RFD

CAO Hotsenpiller presented the request for decision noting time is of the essence. The Governance Committee has expressed wanting to be involved in the process in some capacity.

ADOPTED

Discussion ensued on the following:

- CAO job description
- Trust Council identifying characteristics of what they want to see in new CAO (leadership style)
- Possibility of a session on this topic at March Trust Council
- Who is to Chair the Committee? (Chair Luckham, by policy 4.2 *Terms of Reference*)
- Open meeting versus in-camera meeting and informing the public
- Agenda items for Friday's meeting
- Staff workloads; keeping in mind this will be a lot of work

EC-2024-007

It was MOVED and SECONDED,

that the Executive Committee recommend the forming of a Chief Administrative Officer Hiring Committee (CAOHC).

CARRIED

EC-2024-008

It was MOVED and SECONDED,

that the first CAO Hiring Committee meeting be scheduled for Friday, January 19, 2024 from 9:00 a.m. to 11:00 a.m. and that an agenda be created.

CARRIED

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Trustee Peterson shared that the Salt Spring Island LTC received a reply from the Minister of Housing who confirmed receipt of the letter on January 8, 2024 that the Salt Spring Island LTC wrote regarding inclusion in Bill 44.

In addition, Lasqueti Island trustees and the Regional Director are setting up a public meeting in cooperation with the MLA on island to discuss ferry service issues. He is pleased to see the support from the MLA on this topic.

Trustee Maude and select trustees participated in a roundtable on marine matters with Elizabeth May and Adam Olson. The event was more of a sharing experience and well attended.

Chair Luckham requested confirmation from staff regarding funding for the Salish Sea Symposium. No confirmation has been received as of yet. He is registered to attend.

9.3 Planning Services

9.3.1 Rainwater Harvesting for Multi-Family Units – BRF

DPS Cermak presented the briefing adding that he will keep the Committee updated if there are any changes.

ADOPTED

The definition of “surface water” was discussed, as recently certain bodies are now considering rainwater a type of water source. Vice-Chair Elliott will follow up with Senior Freshwater Specialist William Shulba on the matter.

9.3.2 Triple Rock Land Cooperative (CoHo Landing) Development Fee Sponsorship Application – RFD

DPS Cermak presented the request for decision highlighting that budget information was missing from the materials provided.

Budget information:

- \$15,000 to sponsor applications
- \$6,650 has been spent
- \$8,350 is remaining
- Total request of the two sponsorship applications here exceeds this amount

Questions on policy around presenting applications to LTC before coming to Executive Committee were asked. Staff provided legislation details.

EC-2024-009

It was MOVED and SECONDED,

that the Executive Committee approve financial sponsorship for the \$1530.00 application fee for rezoning application DE-RZ-2024.1 from the Triple Rock Land Cooperative.

CARRIED

9.3.3 Gabriola Agricultural Co-op Development Fee Sponsorship Application - RFD

EC-2024-010

It was MOVED and SECONDED,

that the Executive Committee approve financial sponsorship for the \$7,956.00 application fee for rezoning application GB-RZ-2024.1 from the Gabriola Agricultural Cooperative Association.

CARRIED

9.4 Administrative Services

9.4.1 Annual Auditor Appointment - RFD

DAS Mobbs presented the request for decision.

EC-2024-011

It was MOVED and SECONDED,

that KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2023/24 financial statement audit.

CARRIED

10. CORRESPONDENCE (for information unless raised for action)

10.1 2023-12-14 Letter of support for housing applications in the Trust area

ADOPTED

Received for information.

10.2 2023-12-15 Request to Meet re: Denman Island ferry issues

Received for information.

10.3 Port of Vancouver - Active Vessel Traffic Management Program

Received for information.

10.4 2024-01-05 AVICC AGM & Convention - 3rd Call for Resolutions

Addressed under item *8.2.2.1 2024 AVICC/UBCM Proposed Resolutions - RFD*

10.5 2024-01-08 WCMRC - Invitation to tour Incident Command Post at oil spill response exercise in Vancouver Harbour

Received for information.

10.6 2024-01-09 Canadian Coast Guard - Marine Environmental & Hazard Response - Potential ICP/Staging area sites

Received for information.

DTAS Frater spoke to the piece of correspondence recommending she forward information to all Trustees requesting their insight and send their responses to staff via email.

DPS Cermak provided a verbal update regarding the letter he received from Municipal Affairs on the Protocol Agreement. To summarize the letter, Ministry of Municipal Affairs' interpretation of the Protocol Agreement is it is no longer valid. A memo will go to the Financial Planning Committee next week and Executive Committee the week after.

Vice-Chair Peterson shared that he just learned from the Islands Trust Grant Manager that the funds to attend the Salish Sea Symposium have been granted.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Not discussed.

12. NEXT MEETING

The next Executive Committee meeting will be held Wednesday, January 31, 2024 at 9:15 a.m.

13. CLOSED MEETING

EC-2024-012

It was **MOVED** and **SECONDED**,

that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, subject to Sections 90(1),(g) litigation or potential litigation affecting the municipality; and (i) receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that the recorder and staff attend the meeting.

ADOPTED

CARRIED

14. RISE AND REPORT

Chair Luckham will rise and report from the in closed portion of the meeting at the next regular meeting.

15. ADJOURNMENT

By general consent the meeting adjourned at 1:00 p.m.

David Maude, Acting Chair

Certified Correct:

Alexandra Trifonidis, Acting Executive Coordinator/Recorder